

PUBLIC EMPLOYEES' RETIREMENT SYSTEM PERS-HRD-88 (Rev. 7/89) (PC) POSITION DUTY STATEMENT #6452	Title of Position Administrative Assistant I <hr/> Division and/or Subdivision Investments, Risk Management and Asset Allocation Unit
INSTRUCTIONS: The Executive Officer is required by Government Code Section 18805 to report (or to record) "... material changes in the duties of any position in his jurisdiction." The Position Duty Statement is used for this purpose. Enter identifying information and effective date at the right. Enter brief description of each of the important duties and responsibilities of the position below. Group related duties in numbered paragraphs and indicate the proportion of total work time occupied. Prepare copies for employee assigned to the position and his/her supervisor.	Location of Headquarters 400 Q Street Sacramento, CA 95811
	Class Title of Position 1851 Administrative Assistant I
	Position Number 1851 275-625-5361-001
	Effective Date (revised) 9/25/09
Percent of Time Required 50% 30%	<p>Effective on the date indicated, under the direction of the Senior Investment Officer (SIO) of the Risk Management and Asset Allocation Unit (AA/RM), the Administrative Assistant I (AAI) relieves the SIO of administrative detail and acts as a liaison between the SIO and numerous contacts in the investment community, the CalPERS Board of Administration, the Executive Office and internal staff. The AAI independently takes action based on limited instructions, calls attention to significant administrative issues or problems and recommends action to the SIO while performing the following duties:</p> <p>Screens the numerous and diverse requests for meetings with the SIO in order to coordinate his extensive calendar and maximize use of time. Manages SIO's calendar using MS Outlook and makes frequent changes according to shifts in priorities. Screens all of the SIO's incoming phone calls to determine appropriate action and priority. Coordinates a variety of confidential and sensitive projects in order to comply with operational and administrative procedures, such as recruitments, performance appraisals, and Requests for Proposals. Plans and organizes meetings, conferences, speaking engagements, and special events, then makes travel accommodations after negotiating competitive rates. Prepares complex travel itineraries involving out-of-state and international travel and prepares travel expensive claims. Prepares confidential meeting materials and presentations using MS Word, MS Excel and/or MS Powerpoint, such as proposed investment transactions; and distributes materials appropriately. Sets due dates and uses tracking systems to follow through on items needing attention. Manages workflows, including documents for signature and progress of assignments to appropriate staff. Ensures all requests are handled timely and represents the Investment Office professionally. Updates the SIO on highly sensitive priority issues and assignments. Keeps the SIO apprised of all priority items and issues handled in his or her absence. Follows departmental rules, regulations, and policies and keeps updated on changes that affect the SIO and work unit.</p> <p>Assists SIO and other staff with preparing Investment Committee and Investment Policy Subcommittee agenda items on an ongoing basis. Tracks progress of agenda items and coordinates review of drafts. Serves as liaison between AA/RM Unit and INVO Administrative Unit regarding agenda items. Proofreads and edits agenda items for format, grammar, and spelling. Interacts directly and professionally with all levels of staff (i.e., numerous contacts in the investment community, the CalPERS Board of Administration, the Executive Office and internal staff) in order to organize and provide extensive and complex program resource materials. Disseminates information regarding significant activities. Independently with limited instructions, researches administrative issues, problems and procedures concerning CalPERS AA/RM. Composes summaries, reports or briefing papers concerning sensitive and confidential department issues. Recommends policy or procedural</p>

changes.

10%

Reads, analyzes, and prioritizes all incoming correspondence, conference invitations, and requests for meetings or action. Gathers reference material or information needed for SIO's reply. Gathers materials needed for SIO's meetings. Responds directly to non-technical inquiries or composes replies for the SIO's signature, based on research of subject areas. Reviews, signs and releases outgoing correspondence of a general nature. Reviews correspondence and documents to insure consistency with Investment Office policy, format, content, and grammar. Personally makes revisions to documents or returns to staff for necessary changes.

10%

Serves as lead person for other administrative support staff and/or students. Assists in developing and implementing automated information and office management systems in the CalPERS AA/RM and ILAC Units. Ensures that important documentation is filed or archived correctly and non-essential records are purged. Collects and distributes timesheets and monthly gift reports for processing or delegates to support staff as appropriate. Handles requests from other AA/RM and ILAC staff for administrative support as time permits. Performs other duties as assigned.

Use additional sheet(s) if necessary